

Passport Information

WHERE TO GO:

- Ooltewah, TN, Post Office 9301 Ocoee Street Ooltewah, TN 37363-9998 (423) 238-7776
- Chattanooga Main Post Office 6050 Shallowford Rd Chattanooga, TN 37421-9998 (423) 499-8299
- Cleveland Post Office 1981 Keith Street, NW Cleveland, TN 37311 (423) 473-9272
- Chattanooga-Hamilton Co. Bicentennial Library 1001 Broad Street Chattanooga, TN 37402 (423) 757-5415
- USPS Downtown Post Office 900 Georgia Ave Chattanooga, TN 37402 (423) 267-1609
- Signal Mountain Post Office 155 Ridgeway Avenue Signal Mountain, TN 37377-9998 (423) 517-9328
- USPS Dalton GA 100 S Thornton Ave Dalton, GA 30720 (706) 279-0751

NEW PASSPORTS

Download passport applications from U.S. State Department (requires Adobe Acrobat reader). You can complete and print Form DS-11 online and bring with you to one of the post offices or library listed above. **DO NOT SIGN UNTIL YOU ARE INSTRUCTED TO DO SO AT POST OFFICE OR LIBRARY.**

Adults applying for a new passport or replacement of a lost or stolen passport must provide the following:

- Certified Birth Certificate
- Current proof of identity which may include Driver's License, U.S. Government I.D. card or Certificate of Naturalization or Citizenship (Additional information is available on our FAQ page.)
- Two 2" x 2" passport photos which may be made at the library or post office for a fee or brought in. (Passport photos taken at Walgreen's, Kinko's, etc.)
Photo must be in color with light background.

All Passport applicants **MUST APPEAR IN PERSON**, including minors under age 16. Both parents must be present for anyone 15 years old or younger.

SPECIAL REQUIREMENTS FOR PASSPORT APPLICATIONS FOR MINORS

http://travel.state.gov/passport/get/minors/minors_834.html

FEES FOR PROCESSING http://travel.state.gov/passport/get/fees/fees_837.html

Personal/Bank Check or Money Order payable to: US DEPARTMENT OF STATE

APPLICATION PROCESSING TIME approximately 3 weeks from time application received.

http://travel.state.gov/passport/get/processing/processing_1740.html

If you have any questions, please contact Jake (**jhendrix@clearcreekcoc.org**) or Bobby (**bandbray@comcast.net**)